

Course Requests through STSD's
Community Web Portal
2024 - 2025

How to access your Course Request Form online using STSD's Community Web Portal:

- 1) All students must have an account through STSD's Community Web Portal. If you do not have it activated, you MUST email Mrs. Martinez (smartinez@salisburysd.org) to obtain account information (username, password, and PIN#).
- 2) Students should log-on to their account using their username, password, and PIN#. If you do not know your username, password or PIN#, please e-mail Mrs. Martinez to have your account reset.
- 3) Once you have logged on, you will click "**Course Request Form**" (left hand side of the screen).
- 4) On the "**Select Course Request Form**" screen, read the instructions and click "Fill Out Course Request Form" (you will have only one grade specific Course Request Form to choose).

Once you have accessed your Course Selection Form, please follow these instructions:

- 1) Required/Core Courses are located on the top of the Course Selection Form (English, math, science, social studies, & World Languages). These courses will be recommended by your current teachers and will appear in green on the Course Request Form. You will not be able to change their course recommendation; however, if you do not agree with your teacher's recommendation or have a concern, you may click "Special Request" and enter your request/concern in the area provided.
- 2) After your core courses have been identified, you may request a physical education and/or health course, if you choose. Please note, to graduate you need two (2) physical education courses and one (1) health course. *You may take only one (1) physical education course per year.*
- 3) After you have chosen your physical education and/or health course, you will select your elective courses:
 - Elective courses are listed by department. Electives available to you will appear when you click on a specific department.
 - To request primary elective courses, click on the box to the **LEFT** of the course.
 - To request alternate elective courses, click on the box to the **RIGHT** of the course.
 - Falcon Period (FP) offerings have no credit assigned. Students can choose up to 5 Falcon Period offerings per cycle. Students not choosing Falcon Period offerings will be scheduled study halls.
- 4) As you are choosing your electives, please keep track of the total number of credits you are requesting for next year (core courses + elective courses). **SHS students MUST select a total of 8.0 credits for 2024 – 2025. SHS/LCTI students MUST select a total of 7.0 credits for 2024 – 2025. These will be considered your Primary Requests.**
- 5) In addition to selecting 7.0 - 8.0 credits of Primary Requests, **you MUST choose 4 – 6 Alternate Course Requests.** These courses may be scheduled en lieu of Primary Requests if conflicts occur when developing SHS's Master Schedule.
- 6) When all of your courses (Primary and Alternates) have been requested, click "Save Course Requests". Print two copies of the Course Request Form (one for your records & one for your individual meeting with your school counselor which must be signed by you and your parent/guardian).

Deadline for course requests via STSD's Community Web Portal is
Wednesday, February 14, 2024.

Individual meetings with your school counselor will begin
Tuesday, February 20, 2024.